

HUMAN RESOURCES ASSISTANT

(TIME-DURATION - ONE YEAR)

Competition #2021-06

February 25, 2021



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

We have an exciting and challenging opportunity for an energetic and self-motivated individual to fill the position of Human Resources Assistant. The term of this position is for one year. We offer a positive, supportive work environment with an emphasis on collaboration.

Reporting to the Human Resources Advisor, the Human Resources Assistant is responsible for providing a diverse range of confidential support to ensure the smooth delivery of health and safety programs and protect the confidential and sensitive nature of employee matters. The successful candidate will provide support related to all HR matters but mostly relative to occupational health and safety, recruitment, corporate training and development, collective bargaining and administration, job evaluation, and performance management. You will also assist the HR Advisor with investigations, disciplinary discussions and research and support a wide range of legislation and policy directives from regulatory authorities.

The ideal candidate must have:

- » Post-secondary education or courses/training in Business Administration or Local Government Administration with a focus on Human Resources or Occupational Health and Safety plus several years' experience in an administrative position in local government or an equivalent combination of education and experience;
- » General knowledge of local government;
- » A high degree of integrity, diplomacy, discretion, and confidentiality and maturity, courtesy, tact and diplomacy in all matters;
- » Ability to handle a complex and varied workload flexibly, often under pressure;
- » Strong written, verbal and public relation skills, with the ability to express thoughts and ideas clearly to groups and deal effectively with public officials, the public, external agencies and all levels of staff;
- » Attention to the quality of service and a high degree of accuracy;
- » Ability to work independently, exercise good judgement and effectively handle conflicting priorities; and
- » Excellent computer skills, with a high level of proficiency with Microsoft Office Suite, and the ability to learn new software quickly.

The salary for this temporary one-year exempt position is commensurate with experience.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. Please quote **Competition #2021-06 and send, in confidence, by 4:30 pm on March 16, 2021**, to jobs@fvrd.ca or mail to:

Human Resources Department
Fraser Valley Regional District
1-45950 Cheam Ave
Chilliwack, BC V2P 1N6

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.

Review of applications will begin upon receipt.